



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

SENIOR CLERK

PN #106865

HOUSTON POLICE

ROBBERY

N/A

1200 TRAVIS, 7th FLOOR *

MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Answer telephones promptly in a clear, cordial manner. Able to route calls properly and take messages. Meet with citizens who come in to do reports. Pulls ORI's and supplements, of printer. Distributes same to squad for processing. Check incoming faxes at least hourly and route to correct recipient. Other clerical office duties. Requests for assistance.

WORKING CONDITIONS

There are no major sources of discomfort, i.e., essentially, normal office environment with acceptable lighting, temperature and air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through nine to eleven years of formal schooling. No special knowledge of any subject area or technical field is required.

MINIMUM EXPERIENCE REQUIREMENTS

One year of clerical experience is required.

MINIMUM LICENSE REQUIREMENTS

None.

PREFERENCES

Preference will be given to Spanish speaking applicants.

SELECTION/SKILLS TESTS REQUIRED

None.

SAFETY IMPACT POSITION

Yes X No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 8

\$666.00 - \$882.00 Biweekly \$17,316.00 - \$22,932.00 Annually

OPENING DATE

September 21, 2005

CLOSING DATE

September 27, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.**

An equal opportunity employer